December, 13, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4816 ¾ William Flynn Hwy.

Allison Park, PA, 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I would benefit from a great learning experience. I would really enjoy learning their different, culture, customs, culinary, language and more. Italy has many ancient artifacts all around that would be great to observe. Italy is known for their amazing pasta, which I would love to be able to cook. To be chosen for this incredible experience would be an unforgettable opportunity.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business, etiquette, and some important phrases in Italian. Having this knowledge would give me a great advantage in my work ethic back in the United States. Gaining information about Italy’s business styles could be put to a very helpful use in the U.S. Their etiquette is very different than ours and I’m sure there some very important things I could learn from it. Their food is great so if I were to ever take on a culinary profession I would have some great recipes to share.

Lastly, I think I would be a great addition to this team because I am a very quick learner and I can pick up on new methods and such that I would learn overseas very easily. I am a very confident, motivated person and I will constantly have a positive attitude. I pick up on new skills I learn at sports practices a lot quicker than most. I am very hard-working and always put forth my best effort. For example, in the sixth and seventh grade I got perfect homework. I am always on time, therefore, you can count on me to be anywhere whenever needed. I have gotten perfect attendance before as well, which shows I am dedicated. This overseas trip would be an amazing opportunity.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Lindsey Watrobsky

4555 Sylvan Drive

Pittsburgh, PA, 15101